



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS
TENNESSEE NATIONAL GUARD
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JFHQ-TN-HR

15 May 2006

MEMORANDUM FOR MILITARY DEPARTMENT OF TENNESSEE EMPLOYEES

SUBJECT: Smoking Policy Update

1. Smoking policy in state buildings is governed by Tennessee Code Annotated 4-4-121. The Military Department of Tennessee policy makes nonsmoking the standard for occupied buildings and work areas.

2. All commanders, supervisors, guardsmen and full-time support personnel, technicians and AGR, and state employees, will ensure that people are protected from secondhand smoke. The provisions of this policy apply to all state buildings of the Military Department of Tennessee. For clarification purposes, all armories (except Millington, USP&FO, UTEC, FMS, AASF, and CSMS) are state buildings. Federal buildings, which are covered by applicable DoD regulations, are smoke-free and are located on air bases, training sites, and selected buildings at Smyrna training site (Buildings 510 and 568 are state buildings). Outside smoking areas will be designated for the smoke-free federal buildings.

3. Smoking is prohibited in Military Department of Tennessee occupied space except for designated smoking areas. At least one designated smoking area inside and outside of each state owned building may be designated by the senior individual at that facility. Designated inside areas must not share ventilation with non-smoking areas and should preferably have a window or ventilation system to remove smoke. If a building on a complex does not meet these criteria, then an inside area should not be designated; rather, employees should be directed to adjacent buildings where inside areas are designated. Outside smoking areas should not be within ten feet of doorways where personnel must pass to enter a building. The following specific guidelines apply:

- a. Notices will be displayed at entrances to Military Department of Tennessee occupied space which state that smoking is not allowed, except in designated areas.
- b. Smoking areas may not be designated within food service areas, auditoriums, offices, conference rooms, classrooms, hallways, drill halls and fitness centers.
- c. Smoking is prohibited in all military vehicles, equipment vans, and aircraft.

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- d. Smoking is prohibited where it presents a safety hazard, e.g., firing ranges, ammunition storage areas, fuel pumps, motor pools and equipment maintenance shops.
4. Smoking is permitted only in designated areas during lunch periods and during supervisor approved break times. The duration and frequency of approved break times will be the same for smokers and non-smokers.
5. All commanders/supervisors are responsible for implementing this smoking policy for their workplace. Major commands are responsible for approving and enforcing plans for subordinate units that comply with this policy.
6. All military members and employees of the Military Department of Tennessee and visitors to our facilities will comply with this policy.



GUS L. HARGETT, JR.

Major General

The Adjutant General

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